



 WTSP Instruction Document

Condition: The sustainment command is deployed in support of an operational theater to provide sustainment to designated forces within a specified area. The supported command's operations order (OPORD)/deployment order directs the sustainment command to provide/coordinate postal support and military mail terminal support for specified forces during the deployment on an area basis. The Human Resources (HR) Element, within the Civil Support Operations Section, has staff responsibility to monitor postal support activities required for deployed units/elements and to monitor the Military Mail Terminal (MMT) Team activities in support of the theater of operations. The commander issues planning guidance for postal services to be provided to units within the specified area. Unit standing operating procedures (SOPs) are available in hard copy and/or digital formats. The element has appropriate connectivity to both NIPR and SIPR systems and access to all necessary automated personnel systems. Technical guidance is received from the Human Resources Sustainment Center (HRSC), higher headquarters civil support operations, as appropriate. Communications are established with subordinate and adjacent units, and higher headquarters. Command and control information systems are operational and passing information in accordance with tactical standing operating procedures. Threat capabilities include information gathering, hostile force sympathizers, and provide support for domestic chemical, biological, radiological, nuclear and high yield explosives (CBRNE) incidents. Some iterations of this task should be performed in MOPPA4.

Standard: Verify that the Military Mail Terminal (MMT) is established prior to the flow of pro grade and retrograde mail and that postal elements are dispatching pro grade mail to supported units within 24 hours of receipt or as allowed by the tactical situation. Verify that the theater postal distribution role is assumed after establishment of the MMT and that retrograde mail is dispatched in accordance with Military Postal Services Agency (MPSA) and theater commander guidance, as transportation assets permit. Verify postal elements are adequately staffed and equipped to handle current and projected mail loads. Verify postal elements are positioned to minimize transportation requirements and provide maximum unit access to postal services.

Tasks

Name	Type
WTSP : Monitor Postal Operations (2)	
Collective Task : Monitor Military Mail Terminal Activities (1) Monitor Military Mail Terminal Activities	
Collective Task : Monitor Postal Services (1) Monitor Postal Services	

	Name	Type
<div> Supporting Lessons </div>		
<div> Collective Task : Monitor Military Mail Terminal Activities (6) </div>		
<div> ITAR : Process Mail (6) </div>		
*ITAR	LFS_1218 Process Mail	
F5 - Process Mail	CJAF5218_Process_Mail_LP_Slides_	
F5 - Process Mail	CJAF5218_Process_Mail_PEX	
F5 - Process Mail	CJAF5218_Process_Mail_PeY	
F5 - Process Mail	CJAF5218_Process_Mail_PE_Suppl	
F5 - Process Mail	CJAF5218_Process_Mail_SHO	
<div> Collective Task : Monitor Postal Services (22) </div>		
<div> ITAR : Coordinate Deployed Postal Operations (2) </div>		
*ITAR	42H_8106 Coordinate Deployed Postal Operations	
S1 - Coordinate Deployed Postal Operations	S1_Coordinate_Deployed_Postal_Operations	
<div> ITAR : Coordinate Theater Postal Operations (5) </div>		
*ITAR	42O_7005 Coordinate Theater Postal Operations	
WOAC - Coordinate Theater Postal Operations	WOAC_Coordinate_Theater_Postal_Operations_ELM	
WOAC - Coordinate Theater Postal Operations	WOAC_Coordinate_Theater_Postal_Operations_LP	
WOAC - Coordinate Theater Postal Operations	WOAC_Coordinate_Theater_Postal_Operations_PE1	
WOAC - Coordinate Theater Postal Operations	WOAC_Coordinate_Theater_Postal_Operations_PE2	
<div> ITAR : Identify Military Postal Service Responsibilities (7) </div>		
*ITAR	LF4_3558 Identify Military Postal Service Responsibilities	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_LP_Slides	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_PEZ	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_PE_X	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_PE_Y	
F4 - Inspect a Military Postal Office	CJAF4521_Inspect_a_Military_Post_Office_LP_Slides	
F4 - Inspect a Military Postal Office	CJAF4521_Inspect_a_Military_Post_Office_PE	
<div> ITAR : Operate a Contingency Military Post Office (5) </div>		
*ITAR	LF4_3560 Operate a Contingency Military Post Office	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_LP_Slides	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_PEZ	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_PE_X	
F4 - Identify Military Postal Service Responsibilities	CJAF4558_Identify_Military_Postal_Service_Responsibilities_PE_Y	
<div> ITAR : Supervise Unit Postal Operations (3) </div>		
SLC - Supervise Unit Postal Operations	Postal LP	
SLC - Supervise Unit Postal Operations	Postal Operations PE 2	
SLC - Supervise Unit Postal Operations	Postal PE 1	

Resources

Products	Titles
AR 600-8-3	Unit Postal Operations
DOD 4525 6-M	Department of Defense Postal Manual

NOTE: All above resources can be found at The Army's Publishing Directorate <http://www.apd.army.mil>.

NOTE: All above F4 and F5 (postal) resources can be found at <http://about.usps.com/forms-publications/welcome.htm>.